

Job offering

Ballhaus Ost is seeking **a part-time Public Relations and Project Coordinator (20 hours per week)**, starting **15 September 2026**, to work in public relations and on **a project funded through the "Youth Culture Initiative."** Depending on the chosen candidate's professional and personal circumstances, a later start date is also possible.

We are looking for a curious, eager-to-learn person with a strong interest in communicating the diverse artistic practices of the independent performing arts presented at Ballhaus Ost. A particular focus of the position is outreach to young audiences as part of a cultural education project.

If you have experience working across different communication channels and enjoy engaging with diverse audiences, journalists, artists, and colleagues, we'd be happy to hear from you.

Your responsibilities:

- Coordinate a cultural education project funded through the "Youth Culture Initiative"
- Develop an outreach strategy for young audiences
- Coordinate Ballhaus Ost's external communications in collaboration with the social media manager, graphic design team, and website editors
- Write press releases, outreach mailings, and newsletters
- Edit promotional texts and advise artists on public relations strategies
- Coordinate marketing activities
- Assist with organizing and running events, including occasional evening front-of-house duties

You will also have the opportunity to contribute collaboratively to the theatre's overall orientation and organization, including the ongoing development of internal working methods and communication structures within the team and with artists and productions.

Qualifications

We are looking for someone with:

- Experience in cultural mediation/outreach and public relations within cultural institutions
- Experience working with—and enthusiasm for engaging—young people
- A strong interest in contemporary theatre, particularly the independent performing arts
- Excellent written and spoken German and English (minimum C1 level in both languages)
- Experience with digital tools, including Microsoft Office, WordPress, team collaboration platforms (e.g. Nextcloud), and graphic design software Photoshop, Adobe InDesign, or Canva
- Strong organizational skills, initiative, and the ability to work collaboratively
- Flexibility and willingness to work occasionally evenings and on weekends
- Respect for and sensitivity to diversity and inclusion

What Ballhaus Ost offers:

- A creative, open, and artistically driven working environment
- A small, passionate, and supportive team committed to both the organization and one another
- Flexible working hours and the option to work from home
- Support for balancing work and caregiving responsibilities
- Opportunities for professional development
- Salary based on the German public sector pay scale (TV-L), approximately €1,800 gross per month

Application

This is a fixed-term project position running until 31 December 2027.

Please submit your application—including:

a CV (résumé), a motivation letter (cover letter) and relevant certificates or references,

as a single PDF file **by 24 August 2026**, by email, to: jobs@ballhausost.de

Interviews will take place on 3 September 2026.

Unfortunately, Ballhaus Ost is unable to reimburse any costs incurred during the application process.

Ballhaus Ost aims to reflect the diversity of Berlin's urban community within its team and to foster collaboration among people with a wide range of backgrounds, experiences, and perspectives. We therefore particularly encourage applications from people who have experienced discrimination.

Applicants with disabilities will be given preference where qualifications are equal. A brief note in your application or by email is appreciated if you would like this to be taken into account.

Workspace

The office for this position is located on the third floor and is currently accessible only by stairs. Ballhaus Ost is committed to finding the best possible workplace solution based on individual accessibility needs and encourages prospective applicants to get in touch to discuss available options.

Contact for questions or further information:

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For more information about Ballhaus Ost and its program, visit www.ballhausost.de.